

**MCERA ADMINISTRATIVE RETIREMENT BOARD AGENDA
THURSDAY, JUNE 11, 2020
MERCED COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
TELEPHONE NUMBER: 1-310-372-7549, CONFERENCE CODE: 975839**

Important Notice Regarding SARS-COV-2

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the SARS-COV-2 virus, MCERA's building will be closed to the public during MCERA Board meetings. Members of the MCERA Board will participate in this meeting offsite via conference call. Members of the public may listen to the meeting and offer public comment telephonically by calling into the telephone number provided above and entering the stated conference code. If you have any issues participating in the meeting telephonically or require reasonable accommodation for your participation, please contact MCERA staff at 209-726-2724.

Please turn your cell phone or other electronic device to non-audible mode or mute.

CALL TO ORDER: 8:15 A.M.

- ROLL CALL.
- APPROVAL OF MINUTES – May 28, 2020.

PUBLIC COMMENT

Members of the public may comment on any item under the Board's jurisdiction. Matters presented under this item will not be discussed or acted upon by the Board at this time. For agenda items, the public may make comments at the time the item comes up for Board consideration. Persons addressing the Board will be limited to a maximum of five (5) minutes in total. Please state your name for the record.

CLOSED SESSION

As provided in the Ralph M. Brown Act, Government Code sections 54950 et seq., the Board may meet in closed session with members of its staff, county employees and its attorneys. These sessions are not open to the public and may not be attended by members of the public. The matters the Board will meet on in closed session are identified below. Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1.

1. **DISABILITY RETIREMENT APPLICATIONS: PERSONNEL EXCEPTION.**
(Govt. Code § § 54957, 31532; Cal Const. art. I, § 1)
 1. Informal Hearing
 - a. Plascencia, Marcelino
 2. Formal Hearing
 - a. None
 3. Disability update and possible action:
 - a. Arroyo, Elizabeth
 - b. Cruz, Mary Kay
 - c. Cureton, Michael
 - d. Elias Jr., Robert C.
 - e. Herrera, Yvonne

- f. Leyro, Domingo
- g. Pitts, David
- h. Salgado, Jose

RETURN TO OPEN SESSION

Report on any action taken in closed session.

CONSENT CALENDAR

Consent matters are expected to be routine and may be acted upon, without discussion, as one unit. If an item is taken off the Consent Calendar for discussion, it will be heard as the last item(s) of the Board Action/Discussion as appropriate.

RETIREMENTS: Pursuant to Govt. Code § 31663.25 or § 31672

All items of earnable compensation for service or disability retirements listed below are in compliance with the pay code schedule approved by the Board of Retirement. The retirement is authorized; however, administrative adjustments may be necessary to alter the amount due to: audit, late arrival of data, court order, etc.

a. Sanchez, Maria	H.S.A	1 Yrs. Svc.	Eff. 06/01/2020
b. Brewster, Laquetta	Admin Svcs	12 Yrs. Svc.	Eff. 06/01/2020
c. Turner, Leslie A.	D.A.	10 Yrs. Svc.	Eff. 05/23/2020
d. Zimmerman, Kathleen	First Five	18 Yrs. Svc.	Eff. 05/14/2020
e. Sotelo, Maria (NSCD)	Child Sup	9 Yrs. Svc.	Eff. 05/16/2019*

YTD fiscal year 2019/2020 retirees: 100*

YTD fiscal year 2018/2019 retirees: 102*

YTD fiscal year 2017/2018 retirees: 082

*Counts corrected in FY 2018/2019 to remove disability retirement approved by the MCERA Board and reflected in FY2019/2020.

REFUND OF SERVICE PURCHASE: None

DEATH BENEFIT: None

MONTHLY BUDGET REPORT: Submitted

BOARD ACTION¹/DISCUSSION

Pursuant to Govt. Code § 31594 and MCERA’s Investment Objectives & Policy Statement due diligence analysis requirement:

1. Discussion and possible approval to moving MCERA Board meetings to an in-person venue for Trustees (with appropriate social distancing) with all public access to remain via teleconference until August 8, 2020 at which time staff will reevaluate with the Board – Staff.
2. Review calendar of any training sessions and authorize expenditures for Trustees and

¹ “Action” means that the Board may dispose of any item by any action, including but not limited to the following acts: approve, disapprove, authorize, modify, defer, table, take no action, or receive and file.

Plan Administrator. Pursuant to Govt. Code § 31522.8 and MCERA's Trustees Education and Training Policy requirements. Examples of upcoming training and educational sessions:

- a. No training or travel scheduled during this time.

INFORMATION ONLY

MCERA UPCOMING BOARD MEETINGS

Please note: The MCERA Board Meeting and/or Education Day times and dates may be changed in accordance with the Ralph M. Brown Act by the MCERA Board as required.

- June 25, 2020
- July 9, 2020

ADJOURNMENT

All supporting documentation is available for public review online at www.co.merced.ca.us/retirement

Any material related to an item on this Agenda submitted to the Merced County Employees' Retirement Association, after distribution of the Agenda packet is available for public inspection at www.co.merced.ca.us/retirement

Persons who require accommodation for a disability in order to review an agenda, or to participate in a meeting of the Merced County Employees' Retirement Association per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation by emailing the Merced County Employees' Association at MCERA@co.merced.ca.us, or telephonically by calling (209) 726-2724. Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.

**MCERA ADMINISTRATIVE & INVESTMENT RETIREMENT BOARD AGENDA
THURSDAY, MAY 28, 2020
MERCED COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
TELEPHONE NUMBER: 1-310-372-7549, CONFERENCE CODE: 975839**

CALL TO ORDER: 8:15 A.M.

Board Members Present: Ryan Paskin, Scott Johnston, Al Peterson, Davis Ness (arrived at 8:20 A.M), Darlene Ingersoll, Scott Silveira, Michael Rhodes, Janey Cabral, Karen Adams and Jason Goins. **Counsel:** Jeff Grant. **Staff:** Kristen Santos, Martha Sanchez, Mark Harman and Alexis Curry. **Absent:** Kalisa Rochester.

APPROVAL OF MINUTES – May 14, 2020.

Motion to approve the May 14,2020 meeting minutes.

Ingersoll/Goins U/A (9-0)

PUBLIC COMMENT

No Comments.

BOARD ACTION¹/DISCUSSION

Pursuant to Govt. Code § 31594 and MCERA's Investment Objectives & Policy Statement due diligence analysis requirement:

1. Discussion and possible action on monthly performance for April 2020 and Quarterly performance ending March 2020 by Meketa with possible action on any managers/funds – Meketa Group.
No Action Taken.
2. Discussion and possible adoption of new pay codes for County Disaster Workers – Staff.
The MCERA Board voted to adopt the new pay codes for County Disaster Workers. Adams/Silveira U/A (9-0)
3. Discussion and possible adoption of MCERA's annual budget for fiscal year 2020/2021 – Staff.
The MCERA board voted to adopt MCERA's admin budget and non-admin capital projection for fiscal year 2020/2021. Ingersoll/Silveira U/A (9-0)
4. Review calendar of any training sessions and authorize expenditures for Trustees and Plan Administrator. Pursuant to Govt. Code § 31522.8 and MCERA's Trustees Education and Training Policy requirements. Examples of upcoming training and educational sessions:
 - a. No training or travel scheduled during this time.

INFORMATION ONLY

Trustee Ingersoll thanked staff for their work and dedication during this time.

Trustee Adams is fatigued with telephonic meetings.

ADJOURNMENT

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The meeting adjourned at 9:01 A.M

Respectfully submitted,

Ryan Paskin, Chair

Al Peterson, Secretary

Date

Non-Administrative Expenses	Original Projection	Current Projection	Expended 05/2020	Expended YTD	Bal Remaining	% Exp YTD
21800 · Investment Expenses	3,400,000.00	3,400,000.00	229,015.02	2,131,508.09	1,268,491.91	63%
5/1/2020 DFA - 2020-Q1 Mgt Fees			10,361.64			
5/4/2020 Cliffwater - 2020-03 PE & HF Consulting			33,333.33			
5/4/2020 Cliffwater - 2020-04 PE & HF Consulting			33,333.33			
5/6/2020 UBS TPF - 2020-Q1 Mgt Fee			80,532.77			
5/18/2020 Acadian - 2020-Q1 Mgt Fees			19,532.00			
5/20/2020 PanAgora - 2020-Q1 Mgt Fees			25,449.95			
5/28/2020 KKR GII II - 2020-Q1 Mgt Fees			26,472.00			
Total 21800 · Investment Expenses			229,015.02			
21802 · Actuarial Services	250,000.00	250,000.00	85,000.00	193,391.25	56,608.75	77%
5/12/2020 Segal - Audit of 2019 Valuation and Exp Study			85,000.00			
Total 21802 · Actuarial Services			85,000.00			
21812 · Data Processing	120,000.00	120,000.00	4,131.82	42,273.72	77,726.28	35%
5/19/2020 2020-04 IS Billing			3,931.16			
5/26/2020 Comcast - 2020-05 Wifi Chgs			200.66			
Total 21812 · Data Processing			4,131.82			
21834 · Legal Services	300,000.00	300,000.00	26,492.88	260,325.69	39,674.31	87%
5/4/2020 Hanson Bridgett - 2020-03 Tax Compliance / Determination letter			334.80			
5/6/2020 RLI - Abatement - Reimb for Nosaman AB 197 Related Legal			(2,579.50)			
5/6/2020 Ted Cabral - 2020-04 Admin			432.00			
5/6/2020 Ted Cabral - 2020-04 Disab Legal Svcs			2,836.00			
5/6/2020 Ted Cabral - 2020-04 Disab Legal Svcs			2,410.00			
5/6/2020 Ted Cabral - 2020-04 Disab Legal Svcs			2,673.50			
5/6/2020 Ted Cabral - 2020-04 Disab Legal Svcs			2,368.00			
5/6/2020 PPC - 2020-04 Legal Svcs			265.00			
5/11/2020 2020-05 Cost Allocation - Co Counsel			11,240.33			
5/20/2020 Nossaman - 2020-04 - Gen Adv & Couns			1,102.85			
5/20/2020 Nossaman - 2020-04 - Litigation re AB 197			5,409.90			
Total 21834 · Legal Services			26,492.88			
21840 · Custodial Banking Services	125,000.00	125,000.00	1,836.54	94,896.03	30,103.97	76%
5/5/2020 2020-04 NT STIF Income - Custodial Fee			1,683.59			
5/6/2020 BNYM Class Action Proceeds			77.95			
5/12/2020 2020-04 Wire Fees			75.00			
Total 21840 · Custodial Banking Services			1,836.54			
22350 · Software and Technology	305,000.00	305,000.00	17,832.71	276,612.42	28,387.58	91%
5/12/2020 LexisNexis - 2020-04 Chgs			272.70			
5/12/2020 Spriggs - Bizhub Lease			170.01			
5/18/2020 Digital Deployment - Website Development Services - 1st Payment			17,390.00			
Total 22350 · Software and Technology			17,832.71			
Depreciation Expense	242,777.87	242,777.87				
Total Non-Administrative Items	4,742,777.87	4,742,777.87	364,308.97	2,999,007.20	1,743,770.67	63%

Merced County Employees' Retirement Association
Non-Administrative Expenses Prev Year Comparison (Preliminary)
5/31/2020

Expense	<u>May 20</u>	<u>May 19</u>	<u>\$ Change</u>	<u>% Change</u>
62025 · Non-Administrative Expenses				
21800 · Investment Expenses	\$ 202,543.02	\$ 171,775.13	\$ 30,767.89	17.91%
21802 · Actuarial Services	85,000.00	38,162.65	46,837.35	122.73%
21812 · Data Processing	4,131.82	4,832.13	(700.31)	-14.49%
21834 · Legal Services	26,492.88	23,070.58	3,422.30	14.83%
21840 · Custodial Banking Services	1,836.54	2,292.21	(455.67)	-19.88%
22350 · Software and Technology	17,832.71	14,519.00	3,313.71	22.82%
Total 62025 · Non-Administrative Expenses	<u>\$ 337,836.97</u>	<u>\$ 254,651.70</u>	<u>\$ 83,185.27</u>	32.67%

Merced County Employees' Retirement Association
Administrative Expenditures Report (Preliminary)
For the Month Ended May 31, 2020

Administrative Budget	Adopted	Current Budget	Expended 05/2020	Expended YTD	Bal Remaining	% Exp YTD
10110 · Salaries & Wages	1,240,572.00	1,240,572.00	122,482.45	922,134.32	318,437.68	74%
5/1/2020 Office Payroll PP 09			40,842.99			
5/15/2020 Office Payroll PP 10			40,796.47			
5/29/2020 Office Payroll PP 11			40,842.99			
Total 10110 · Salaries & Wages			122,482.45			
20600 · Communications	4,000.00	4,000.00	386.29	3,643.43	356.57	91%
5/18/2020 AT&T - 2020-04 Comm Chgs			137.79			
5/19/2020 2020-04 Communications Chg			248.50			
Total 20600 · Communications			386.29			
20900 · Household Expense	11,500.00	11,500.00	126.99	7,860.88	3,639.12	68%
5/21/2020 ADT - 2020-05 Security Svcs			86.99			
5/21/2020 Bob's Pest Control - 2020-04 Svcs			40.00			
Total 20900 · Household Expense			126.99			
21000 · Insurance - Other	85,500.00	85,500.00	-	79,688.00	5,812.00	93%
Total 21000 · Insurance - Other			-			
21301 · Maintenance Structure Improvement	19,100.00	19,100.00	486.85	5,020.94	14,079.06	26%
5/4/2020 Yard Masters - 2020-04 Landscape Maint			325.00			
5/19/2020 2020-04 DPW Charges			161.85			
Total 21301 · Maintenance Structure Improvement			486.85			
21500 · Membership	7,200.00	7,200.00	-	5,570.00	1,630.00	77%
Total 21500 · Membership			-			
21700 · Office Expense - General	11,000.00	11,000.00	1,224.16	6,843.96	4,156.04	62%
5/6/2020 First Choice - 2020-05 Cooler Rental			7.00			
5/18/2020 First Choice - 2020-05 Water Svc			15.93			
5/27/2020 2020-04 Vast Conferencing Chg			17.57			
5/27/2020 2020-04 Stores Billing			1,183.66			
Total 21700 · Office Expense - General			1,224.16			

Merced County Employees' Retirement Association
Administrative Expenditures Report (Preliminary)
For the Month Ended May 31, 2020

Administrative Budget	Adopted	Current Budget	Expended 05/2020	Expended YTD	Bal Remaining	% Exp YTD
21710 · Office Expense - Postage		15,750.00	1,149.26	14,737.42	1,012.58	94%
5/19/2020 2020-04 IS Postage			978.21			
5/19/2020 2020-04 Mailroom Chgs			171.05			
Total 21710 · Office Expense - Postage			<u>1,149.26</u>			
21805 · Audits	60,000.00	60,000.00	-	47,623.76	12,376.24	79%
Total 21805 · Audits			<u>-</u>			
21808 · Board Membership	12,000.00	12,000.00	1,900.00	9,300.00	2,700.00	78%
5/26/2020 2020-03 Bd Mtgs			100.00			
5/26/2020 2020-03 Bd Mtgs			100.00			
5/26/2020 2020-03 Bd Mtgs			100.00			
5/26/2020 2020-03 Bd Mtgs			100.00			
5/26/2020 2020-03 Bd Mtgs			100.00			
5/26/2020 2020-04 Bd Mtgs			300.00			
5/26/2020 2020-04 Bd Mtgs			300.00			
5/26/2020 2020-04 Bd Mtgs			200.00			
5/26/2020 2020-04 Bd Mtgs			300.00			
5/26/2020 2020-04 Bd Mtgs			300.00			
Total 21808 · Board Membership			<u>1,900.00</u>			
21811 · Court Reporters	2,000.00	2,000.00	-	-	2,000.00	0%
Total 21811 · Court Reporters			<u>-</u>			
21816 · Medical Services	80,000.00	80,000.00	6,980.00	22,522.00	57,478.00	28%
5/1/2020 ExamWorks - Record Review & Prep			6,845.00			
5/18/2020 ExamWorks - Doctus Service Fee			135.00			
Total 21816 · Medical Services			<u>6,980.00</u>			
21872 · Investigations	1,000.00	1,000.00	-	-	1,000.00	0%
Total 21872 · Investigations			<u>-</u>			
21900 · Publications & Legal Notices	4,500.00	4,500.00	-	2,846.00	1,654.00	63%
Total 21900 · Publications & Legal Notices			<u>-</u>			
22300 · Spec Dept Exp - Other	500.00	500.00	-	52.00	448.00	10%
Total 22300 · Spec Dept Exp - Other			<u>-</u>			

Merced County Employees' Retirement Association
Administrative Expenditures Report (Preliminary)
For the Month Ended May 31, 2020

Administrative Budget	Adopted	Current Budget	Expended 05/2020	Expended YTD	Bal Remaining	% Exp YTD
22310 · Election Expense	13,150.00	13,150.00	-	6,921.73	6,228.27	53%
Total 22310 · Election Expense			-			
22327 · Spec Dept Exp - Cost Allocation	175,568.00	175,568.00	3,382.89	37,234.14	138,333.86	21%
5/11/2020 2020-05 Cost Allocation			3,382.89			
Total 22327 · Spec Dept Exp - Cost Allocation			3,382.89			
22500 · Transportation & Travel	400.00	400.00	60.25	141.16	258.84	35%
5/4/2020 2019-12 - Mail Runs			19.14			
5/4/2020 2020-01 through 2020-03 - Mail Runs			41.11			
Total 22500 · Transportation & Travel			60.25			
22505 · Trans & Travel - Staff Development	10,000.00	10,000.00	-	6,284.97	3,715.03	63%
Total 22505 · Trans & Travel - Staff Development			-			
22515 · Trans & Travel - In State	55,000.00	55,000.00	-	26,222.12	28,777.88	48%
Total 22515 · Trans & Travel - In State			-			
22516 · Trans & Travel - Out of State	15,000.00	15,000.00	-	5,496.86	9,503.14	37%
Total 22516 · Trans & Travel - Out of State			-			
22600 · Utilities	15,000.00	15,000.00	693.49	10,778.84	4,221.16	72%
5/18/2020 PG&E - 2020-04 Svcs			582.74			
5/21/2020 City of Merced - 2020-04 WS&G			110.75			
Total 22600 · Utilities			693.49			
Depreciation Expense	14,403.15	14,403.15	-	-	14,403.15	
Total Administrative Budget	1,837,393.15	1,853,143.15	138,872.63	1,220,922.53	632,220.62	66%